SYSTEMS SPECIALIST II

Characteristics of Work

The positions in this job family are responsible for evaluating, installing, maintaining, testing, and modifying operating system software and supporting subsystems for large, multi-user, multi-agency platforms such as the ES9000 series running MVS/ESA or OS/390 operating systems. These positions may interact with other functional areas in Information Technology by providing training in the use of new or modified operating software programs and utilities.

The Systems Specialist II is the career level where incumbents are fully knowledgeable in the MVS/ESA or OS/390 or other operating systems as defined in special qualifications . Incumbents at this level design, coordinate, install, maintain and monitor (develop verification procedures) software that will enhance productivity and effectiveness for the State. The emphasis at this level is also on the individual's ability to solve complex operating problems quickly. Typically, incumbents will increase their technical depth and problem-solving capabilities by working with highly complex operating systems.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Installs, customizes, and maintains operating system software, including new releases of existing software.

Reviews and evaluates new or upgrade systems software packages and related hardware and makes recommendations based on established standards.

Analyzes operating problems to diagnose and correct problem area. Works with hardware and software vendors to diagnose and correct problems.

Provides technical assistance to operations and systems delivery staff in using the system software and provides training in using system software.

Evaluates operating efficiency and analyzes performance and tuning. Makes modifications to tuning parameters to improve performance or recommends modifications to application systems.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1.   Installs operating system software.

2.   Provides help desk assistance to user agency's technical staff.

3.   Provides technical assistance to operations staff.

4.   Provides training in the use of system software

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.
Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.
Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:
While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:
A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field;

AND

Experience:
Two (2) years of directly related experience.

OR

Education:
An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field;

AND

Experience:
Four (4) years of directly related experience.

<div align="center">**OR**</div>

Education:
Graduation from a standard four-year high school or equivalent (GED);

<div align="center">**AND**</div>

Experience:
Six (6) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) certificate based on successful completion of an examination may be substituted for one (1) year of the required experience (certificate must be attached).

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.